5 - PART B CARRIERS

Introduction

The Part B Carriers subsystem enables you to access administrative information for Medicare carriers and localities. Medicare carriers receive and process claims that are submitted by providers for reimbursement. To assist in this reimbursement, carriers established localities and separate charge districts in a single carrier. This subsystem enables you to produce the name, address, and region for a given Part B carrier as well as the locality name and corresponding code number for each locality in a given Part B carrier.

The information below provides descriptions of the two functions in the Part B Carriers subsystem: *address* and *locality number and name.*

1. Address

This function produces the name, address, and region for any given Part B carrier. You select the carrier number. In addition, the address function provides the status of the carrier (i.e. active) and the last date of activity.
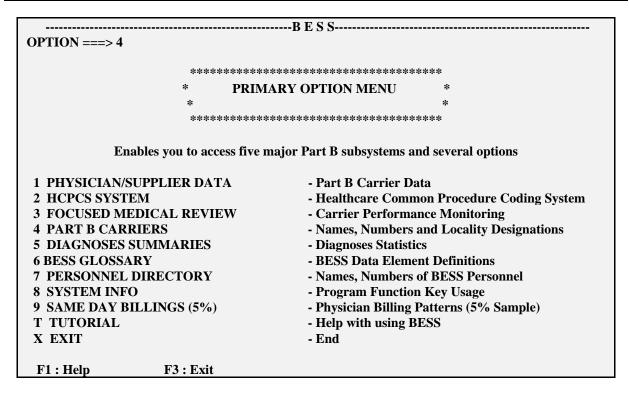
When you access the address option, you can choose to browse the data interactively (on screen), make a hard copy, or download the file. When you produce a hard copy or download, you can select a single carrier or **ALL** carriers.

2. Locality Number and Name

This option produces the locality name and corresponding code number for each locality in a given Part B carrier. You select the carrier number. As in the address option, the system provides the status of the carrier and last date of activity.

When you access locality number and name, you can choose to browse the data interactively, make a hard copy, or download the file. When you produce a hard copy or downloading, you can select a single carrier or **ALL** carriers.

```
----------------------------------------------------B E S S----------------------------------------------------------
OPTION ===> 4


                        **************************************
                        *          PRIMARY OPTION MENU          *
                        *                                        *
                        **************************************


                Enables you to access five major Part B subsystems and several options

     1  PHYSICIAN/SUPPLIER DATA          - Part B Carrier Data
     2  HCPCS SYSTEM                     - Healthcare Common Procedure Coding System
     3  FOCUSED MEDICAL REVIEW           - Carrier Performance Monitoring
     4  PART B CARRIERS                  - Names, Numbers and Locality Designations
     5  DIAGNOSES SUMMARIES              - Diagnoses Statistics
     6  BESS GLOSSARY                    - BESS Data Element Definitions
     7  PERSONNEL DIRECTORY              - Names, Numbers of BESS Personnel
     8  SYSTEM INFO                      - Program Function Key Usage
     9  SAME DAY BILLINGS (5%)           - Physician Billing Patterns (5% Sample)
     T  TUTORIAL                         - Help with using BESS
     X  EXIT                             - End


     F1 : Help              F3 : Exit
```

Using the Primary Option Menu Screen

OPTION ===> Specifies the subsystem you want to access.

To access the Part B Carriers subsystem,

Type *4*

Press ⌷Enter⌷

and the system displays the *Carrier Information Screen* with the cursor positioned at the
OPTION ===> prompt.

```
----------------------------------------------------------  B E S S  ----------------------------------------------------------

OPTION ===> 1

                    *************************************
              *      PART B CARRIER INFORMATION      *
              *              OPTION MENU             *
              *                                      *
                    *************************************



1  BROWSE                          -  On-line access
2  BATCH PROCESSING                -  Extract data and produce hardcopy output



F1: Help                F3: Exit
```

Using the Part B Carrier Information Screen

This screen enables you to select the way you want to receive your requested data.

To select an output option, type the number at the **OPTION ===>** prompt.

The example uses *Browse.*

Type *1*

Press Enter

and the system displays the *Part B Carriers Screen* with the cursor positioned at the **CARRIER NUMBER** prompt.

```
   BESS---------------------------------------PART B CARRIERS-----------------------------------------BESS
OPTION ===>

what user selected:

  BROWSE MODE SELECTED FOR                          LOCALITIES (2)


-----------------------------------------------------------------------------------------------------------------
data to be entered:

  ENTER 5 DIGIT CARRIER NUMBER ONLY

        carrier number:                        00880




  F1: Help              F3: Exit
```

Using the Part B Carriers Screen

This screen enables you to select the carrier for which you want an address.

To select a carrier, type the carrier number at the **CARRIER NUMBER** prompt.

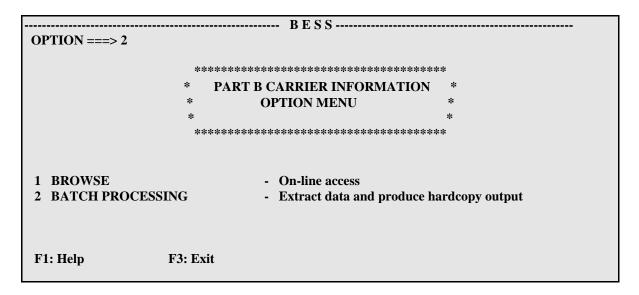The example uses *00880.*

Type *00880*
Press ⌘Enter⌘

and the system displays the *BESS Carrier Information File Screen*.

```
------------------------------------------------ B E S S ------------------------------------------------
OPTION ===> 2


                        *************************************
                    *      PART B CARRIER INFORMATION      *
                    *              OPTION MENU             *
                    *                                      *
                        *************************************



    1  BROWSE                         -  On-line access
    2  BATCH PROCESSING               -  Extract data and produce hardcopy output



    F1: Help               F3: Exit
```

Using the Part B Carrier Information Screen

This screen enables you to select the way you want to receive your requested data.

To select an output option, type the number at the **OPTION ===>** prompt.

The example uses *Batch Processing.*

Type *2*

Press ⌐Enter¬

and the system displays the *Part B Carriers Screen* with the cursor positioned at the **CARRIER NUMBER** prompt.

```
   BESS-----------------------------------PART B CARRIERS----------------------------------------BESS
 OPTION ===>

  what user selected:

   BATCH MODE SELECTED FOR                              LOCALITIES (2)


 ------------------------------------------------------------------------------------------------------------------
 data to be entered:

   ENTER 1, 2 or 3 for sorting preference
         Sort by: 3                    Show:  1
         (1) Region                    (1) Current Active Carriers
         (2) State:                    (2) Full History of Carriers
         (3) Carrier:




   F1: Help                F3: Exit
```

Using the Part B Carriers Screen

This screen enables you to select how the data is to be sorted and if you want current active carriers or a full history of carriers.

The example uses Sort By: **Type 3**

Tab to Show

Type **1**

Press Enter

and the system displays the *Output Options Screen* with the cursor positioned at the **CMS ACCOUNT NUMBER** prompt.

```
------------------------------BESS OUTPUT OPTIONS----------------------------------------
OPTION ===>

        ENTER CMS ACCOUNT NUMBER (11 POSITIONS) ===>

        TO PRINT A REPORT, ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW:

           1. HIGH SPEED PRINTER (2-DIGIT ID) ===>
           2. XEROX PRINTER BINDING CODE ===>
             BN = BOUND   NB = UNBOUND   WH = UNBOUND WITH HOLES

             ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ===> 1

           3. LOCAL OR PC PRINTER (8-POSITION ID) ===>

        TO CREATE A FILE FOR DOWNLOAD, ENTER Y AT OPTION 4:

           4. CREATE A FILE FOR DOWNLOAD (Y) ===>


  F1: Help                   F3: Exit
```

Using the Output Options Screen

This screen explains the procedure for printing a report and creating a file for download. Please note that any file you create for download is saved at the CMS Data Center (HDC) for 24 hours only. As a BESS user, you can send *any* report *anywhere* at *any time*, but note the explanations below for each print option.

ENTER CMS ACCOUNT NUMBER (11 POSITIONS):

The HDC requires that you *must* enter a valid account number or the account number you used to login to TSO.

TO PRINT A REPORT ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW

     1. HIGH SPEED PRINTER (TWO-DIGIT ID) ===>

     (*This option specifies the ID used for remote printers and is used almost exclusively by the CMS Central and Regional Offices.*)

     2. XEROX PRINTER BINDING CODE ===>
       BN = BOUND   ND = UNBOUND   WH = UNBOUND WITH HOLES

ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ===> 1

     (*This option applies to CMS Central Office **only**.*)

     3. LOCAL OR PC PRINTER (EIGHT-POSITION ID) ===>

     (*This option enables you to generate reports at a local or your individual printer.*)

TO CREATE A FILE FOR DOWNLOAD, ENTER **Y** AT OPTION 4

     4. CREATE A FILE FOR DOWNLOAD (Y) ===>

     Enter Y for Yes and this option creates a mirror-image of the hard copy. It is your responsibility to transfer this file to your PC. Remember that the file is housed at the HDC for 24 hours only.

Since the example uses ***HARDCOPY***, choose the printer you wish to use and type ***your input.***

Press Enter

and the system displays the *** *Screen.*

> **JOB XXXXBESS(JOBXXXXX) SUBMITTED**
> ***

This message indicates that your requested hard copy report has been successfully submitted. When the system displays the *** prompt, press Enter to return to the *Part B Carriers Screen.*

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GLOSSARY:

A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	